



Maidstone Football Club

Role Description

Role: Credit Control

The Credit Controller is responsible for chasing outstanding invoices to the club and plays a vital role in the cash-flow of the organisation, ensuring that any credit applied is monitored and controlled.

Attributes:

- Ideally, but not essentially you will have some previous experience of working with exposure to credit control.
- Well organised and methodical.
- Enthusiastic & Motivating.
- Good communicator and polite but tenacious telephone manner.

Responsibilities:

- Chasing debt by telephone and email and reducing debtor days.
- Processing and generating reminder letters and monthly statements.
- Liaising with the Treasurer and Sponsorship Officer to resolve outstanding queries.
- Investigating and resolving queries relating to nonpayment of invoices.